



**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

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NERISSA BRETANIA-SHAFFER, Ph.D.
Interim
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DANIEL M. CAMACHO
Administrator

July 14, 2008

An Equal Opportunity Employer

**ANNOUNCEMENT
~ CONTINUOUS ~**

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

SCHOOL PROGRAM CONSULTANT (3.440)

SPECIALITY AREAS

TESOL

Remedial Math

Remedial Reading

Science

Bilingual/Bicultural

Math

Physical Education

Basic Skills

Social Studies

Language Arts

Music/Art

Health Education

Special Education

Early Childhood Education

Vocational Education

In-Service Training

SALARY: Pay Grade N

Open: Step 1-10, \$31,064.00 - \$46,596.00 Per Annum

Promotional: Step 1-20, \$31,064.00 - \$65,728.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

- (A) Three (3) years of professional teaching experience in area of educational specialty, and graduation from a recognized college or university with a Master's degree in education, including 18 semester hours of professional education credits; or
- (B) Three (3) years of professional teaching experience in area of specialty, graduation from a recognized college or university with a Bachelor's degree in area of specialization, including 18 semester hours of professional education credits, plus at least 18 graduate semester hours beyond the Bachelor's degree; or
- (C) Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

NOTE: Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

NATURE OF WORK IN THIS CLASS:

This is specialized professional education administrative work involving the development, coordination and implementation of specialized education programs or functions.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in the development of component objectives, course of study and their guides, supplemental instructional materials and related assessment procedures.

Schedules, plans and conducts meetings and workshops with elementary/secondary teachers, aides, and school administrators.

Monitors and coordinates curriculum activities pertaining to specialized area.

Observes and assists individual teachers for the purpose of curriculum clarification, classroom management, proper materials utilization and teaching, techniques.

Assists and participates in teacher staff development activities; conducts demonstration lessons when necessary and/or requested and serves as a resource person to teachers and various department standing committees.

Implements needs assessment plans and activities in area of specialty.

Assists the textbook adoption committee in the review and selection of textbooks and materials for instruction.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of pedagogy and curriculum.

Knowledge of the current principles, methods and techniques used in the administration of educational specialty area.

Ability to develop, organize, coordinate and implement specialized educational programs/functions.

Ability to interpret, apply and make decisions in accordance with local and federal laws, rules, regulations and other appropriate program guidelines.

Ability to evaluate program effectiveness and recommend and implement changes to enhance effectiveness.

Ability to write educational proposals and program materials using given guidelines.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USC Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity

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and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of initial employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for employment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of initial employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants **selected** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

EXAMINATION REQUIREMENTS:

A written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education, and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


DANIEL M. CAMACHO, Administrator
Personnel Services Division

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